



EEO DIRECTOR
(Equal Employment Opportunity Office)

The Augusta-Richmond County Consolidated Government is now accepting Applications and resumes for the position of **Equal Employment Opportunity (EEO) Director**. This position will serve the second largest city in the State of Georgia. Augusta is located along the beautiful Savannah River, which is the boundary line between Georgia and South Carolina. Augusta is widely known for the Augusta National, home of the Masters Tournament.

We are currently striving to enhance the efficiency of our governmental services. This position will serve as a cornerstone as we move forward with providing the highest quality of services to our citizens. This is truly an exciting time to be a part of the Augusta Government!

The principal responsibilities of this position are as follows:

Receives and Reviews allegations of unfair employment practices and make appropriate recommendations. **Conducts confidential investigations** and prepares investigative reports and corrective action to the Commission. **Conduct training classes** in the areas of racial, sexual harassment, cultural diversity etc. **Serve as a mediator** between employees and management to resolve conflicts. **Present quarterly reports** to Commission. **Monitor hiring, promotion, termination** of government employees. **Provide assistance** in complying with Equal Opportunity guidelines to applicable departments.

REQUIREMENTS:

Education: BA/BS degree in related field.

Experience: 5-8 years work related experience in business administration, public administration or other related occupational field. **Knowledge** of state and federal laws, **Knowledge** of relevant local codes and ordinances. **Knowledge** of the principles human resources management, employee relations and public administration **Knowledge** of relevant local codes and ordinances. **Knowledge** of interviewing techniques and investigating techniques. **Knowledge** of state and federal Equal Opportunity Employment Laws. **Skill** in oral and written communication. **Ability** to gather, and analyze data, reaches conclusions and makes appropriate recommendations. **Skill** in updating and maintaining computer hardware and software. **Travel** from office to other locations may be required on a regular basis.

The starting salary for this position is negotiable DOQ Open until Filled. If you are interested in this position, please submit your résumé and cover letter to the Human Resources Department, 530 Greene Street, Augusta, GA, 30911, Fax (706) 821-2867.

www.augustaga.gov EEO